



DEPARTMENT OF THE ARMY
U.S. Army Forces Central Command - SA
RIYADH SAUDI ARABIA
APO AE 09852



#2002-16

**POLICY LETTER # 16 – SPONSORSHIP OF
INCOMING/OUTGOING PERSONNEL**

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1. Applicability. This Policy Letter applies to all military personnel and federal civilian employees assigned, attached, on temporary duty, or otherwise sent to Saudi Arabia to support ARCENT-SA. It also applies to any unit, section, detachment, or other organizational entity attached to or otherwise under the direction or control of ARCENT-SA. The term “federal civilian employees” includes individuals who have an employment or contractual relationship with the Department of the Army, Department of Defense, or any other U.S. Government agency.
2. Purpose. This policy letter establishes policy for informing incoming personnel of the unique requirements and circumstances of serving in this area of operations so that they may better prepare for their tour of duty. It also addresses outgoing personnel responsibilities.
3. Sponsors for incoming personnel shall make initial contact with the inbound personnel as soon as possible upon appointment as sponsor. The sponsor must maintain sufficient subsequent contact to respond to their needs and provide the information required in this Policy Letter. If the inbound personnel expects to take leave prior to their arrival, obtain their leave phone number or other means of contacting them should the need arise.
4. Sponsors are responsible for arranging the pickup and transportation of the incoming personnel upon arrival and obtaining appropriate billeting and linen.
5. Sponsors will assist with all in-processing requirements.
6. Information provided to the incoming personnel, at a minimum, shall include:
 - a. A copy of ARCENT-SA Policy Letter Number 1- Prohibited Activities, with both enclosures (Encl 1 – General Order # 1A; Encl 2 – Wear of Uniforms and Civilian Clothes).
 - b. Information on leaves and passes (Policy Letter Number 8) and morale calls (Policy Letter Number 9).

c. Information on suggested items that they should bring with them (e.g., a checkbook because no ATM machine available, sufficient number of PT uniforms, black socks, brown t-shirts because of the limited military clothing items available, towels, etc.) and items they will not need to bring with them (e.g., linen, TV, VCR, furniture, cooking utensils, etc.).

d. The website for ARCENT-SA: www-sa.arcent.army.mil.

e. Their new office phone number and personal mailing address while in this Command.

f. The requirement for an official passport and visa, if applicable.

(1) All incoming augmentee and permanent party personnel must have an official passport and visa irrespective of the mode of transportation into the Kingdom of Saudi Arabia. The visa application must list as the reason for visit/employer as “Work for Friendly Forces.” The type of visa requested is a two-year visa issued by the Saudi Arabian Embassy for multiple entries.

(2) If an individual arrives at a commercial airport without a passport or visa, he or she may be detained by Saudi Arabian authorities. Once released, this individual may be transported out of the Kingdom on the next available military transport. Sponsors must alert their charges to this fact before they depart for Saudi Arabia.

7. Sponsors for arriving personnel and visitors will ensure that the incoming personnel are properly and completely processed before transporting them from the airport or APOD. All personnel traveling on passports will process through Saudi Arabian immigration authorities to receive an entry stamp. It is prohibited for any such personnel to leave the commercial airport or military APOD without this entry stamp. This requirement applies regardless of whether the personnel arrived on board military or commercial aircraft.

8. Within 48 hours of arrival, sponsors will escort the new arrival and his or her family, as appropriate, who entered on a passport and visa, to the G-5 office for passport/visa review. The G-1 will process required visa extensions.

9. Sponsors have the responsibility to facilitate the inbound personnel’s preparation for this assignment and a smooth transition upon arrival.

10. It is the responsibility of the outgoing personnel’s supervisor to ensure that they have a smooth transition from this Command. Some of the significant responsibilities of outgoing personnel include the following:

a. All outgoing personnel, and all personnel going home on leave, must attend a redeployment or reunion briefing. This briefing is conducted by the Chaplain’s Office and is designed to make the process of reuniting with the family less stressful. Attendance at the Reunion Briefing must be annotated in the Remarks Section of the DA 31 Leave Form before the ARCENT-SA Commander will approve the PCS leave.

b. All outgoing personnel must receive and complete an outprocessing checklist.

c. All outgoing personnel should have an opportunity to express their preference for a PCS gift from the Command. Although the responsibility for paying for the gift rests with the outgoing personnel, the Command will assume the costs of the plaque and will ensure that the gift is ready for presentation at the individual's farewell ceremony.

11. It is imperative that all members of this Command have a smooth transition as they arrive and as they leave.

// ORIGINAL SIGNED //
THOMAS H. STANTON
COL, AD
Commanding

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